

City of Victorville Position Description

WATER CONSERVATION SPECIALIST I

DEFINITION

Under general supervision, performs a variety of responsible research, analysis in development, and implementation of programs related to water conservation; makes presentations to various organizations and groups; coordinates participation in community events; and performs related work, as assigned.

DISTINGUISHING CHARACTERISTICS

This position is an entry-level class in the Water Department, working under the supervision of the Water Conservation Supervisor. Work is performed under direct supervision while following established policies, procedures, and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Conducts research; gathers and analyzes data to assist in the development and implementation of conservation programs; assists in establishing conservation-program goals; conducts educational programs for schools and other community groups regarding water conservation awareness; coordinates landscaping projects associated with conservation and customer education; works with others to prepare and submit conservation related grant applications; performs water audits for residential and CII accounts; maintains information for updating conservation section of website; maintains adequate stock of conservation-related literature and outreach materials; works with Public Relations Specialist to prepare articles, brochures, flyers, and news releases related to conservation; creates and gives public presentations about conservation; responds to customer inquiries regarding conservation matters; develops and coordinates special events, displays, and informational materials; represents conservation-related organizations; maintains awareness and understanding of new developments in the field of water conservation; conducts polls and surveys, as requested; assists in the development and preparation of budget items related to conservation; prepares and maintains necessary records and reports; adheres to safety standards as described in the *Illness and Injury Prevention Plan*; may cross-train with other divisions; utilizes computer software programs competently; communicates effectively, both orally and in writing, routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

EMPLOYMENT STANDARDS

Training & Experience - Graduation from high school, or GED equivalent, and a minimum of two years of experience in administrative duties where experience was gained in performing specialized duties involving independent judgment. College course work in environmental science, natural resources management, or related field desired.

Knowledge & Abilities – **Knowledge of:** Modern principles, methods, and techniques associated with indoor and outdoor water conservation; methods of research and data analysis; federal, state, and local laws regarding water conservation; regional water-supply issues; techniques, methods, and principles of disseminating accurate information to the public; effective oral and written communication skills; proper English use, including spelling, grammar, and punctuation; and public oratory techniques and methods.

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Ability to: Work efficiently with minimum supervision; organize and conduct effective conservation programs; represent the Department with professional groups; speak confidently, persuasively, and professionally to various audiences; conduct research and analyze and interpret data; make reasonable, appropriate recommendations regarding conservation programs; prepare correspondence, reports, graphs, and other materials; meet schedules and time lines; maintain files, records, and information neatly and accurately; effectively present instructions and information in writing and verbally to co-workers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work, including City and government officials, community groups, and general public; and apply safe work practices.

Licenses & Certificates - Must possess a valid, unrestricted Class "C" California driver's license. Must be certified by the Irrigation Association as a Landscape Irrigation Auditor within one year of hire. Must possess an American Water Works Association Water Conservation Practitioner Grade 1 Certificate within one year of hire and a California Department of Public Health Water Distribution Operator Grade 1 Certificate within two years of hire.

WORKING CONDITIONS

Work is performed in an indoor/outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an indoor/outdoor environment. Physical demands are light to moderate, consisting of sitting, standing, walking, bending, squatting, twisting, walking on level and uneven surfaces, lifting, carrying moderately heavy boxes up to 25 pounds, using hands and fingers to handle or feel objects, tools, or controls, and reaching with hands and arms. Incumbent is occasionally exposed to the risk of electrical shock. Incumbent must wear personal protection-protective footwear when necessary. Incumbent must be able to hear in the normal range, with or without correction, communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED:


DIRECTOR OF HUMAN RESOURCES

DATE:

March 19, 2009

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.
Shared/jobdescriptions(Final)Water District/Water/ConservationSpecialistI/03-19-09sdb